THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES

Title:	Number:	Revision Number:	Date Effective:
Quality System	00-0000-022-01	0	7 May 98
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2.0 PURPOSE

To outline the way in which the Division Management System (DMS) is identified and documented for assuring that the quality of products and services conforms to the requirements of ANSI/ASQC9001-1994 and the Division Quality Policy.

2.1 SCOPE

This Procedure applies to all Pilot Programs.

2.2 RESPONSIBILITIES

2.2.1 It is the responsibility of the Division Commander and Division Director to ensure the Quality System meets Division management's objectives, and complies with the requirements of ANSI/ASQC Q9001-1994.

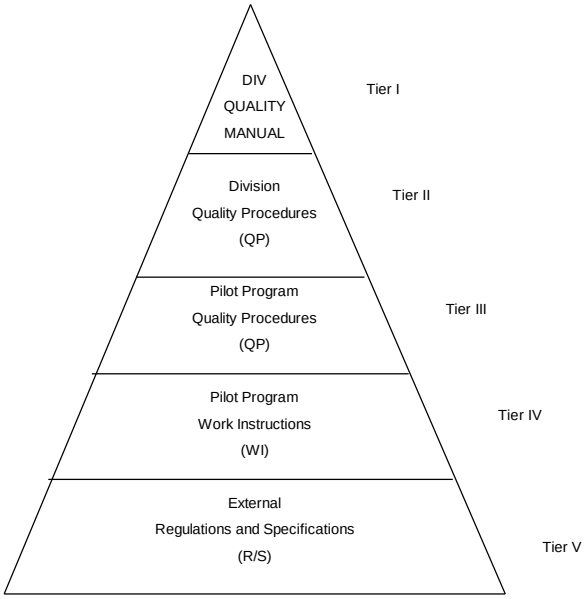
2.2.2 The Division ISO Program Manager (DISOPM) is responsible for the effective implementation of this procedure.

2.2.3 The Pilot Program Department Heads (PPDH) are responsible to ensure that Pilot Program Quality Procedures and Work Instructions comply with the Division Quality Manual and Division Quality Procedures. The PPDH assures that the procedures and work instructions are being followed.

2.2.4 All personnel who manage, perform, and verify work-affecting quality are responsible for implementing the DMS.

2.3 DEFINITIONS

2.3.1 The Documentation System in the Division is structured in five tiers.



2.3.1.1 Tier I, the Division Quality Manual; sets the policy for the Division based on ASNI/ASQC 9001-1994.

2.3.1.2 Tier II, the Division Quality Procedures; outlines major processes throughout the Division.

2.3.1.3 Tier III, the Pilot Program specific Quality Procedures; outlines major processes within the Pilot Program.

2.3.1.4 Tier IV, the Pilot Program Work Instructions; details smaller processes needed to accomplish the quality procedures.

2.3.1.5 Tier V, Applicable external documents, internal/external engineering drawings, specifications, etc.

2.3.2 The Division Management System: The quality system that is divided into 20 elements corresponding to the requirements of ANSI/ASQC Q9001-1994 Standard and is to be observed and implemented by all employees in the Pilot Programs, as applicable to their specific activities.

2.3.3 Quality Plan: A document setting out the specific quality practices, resources, and sequence of activities relevant to a particular product, project, or contract. Note: A quality plan usually references the appropriate parts of the quality manual and procedures.

2.4 PROCEDURE

2.4.1 The general quality plan for the Division quality system is defined and implemented in accordance with the Tier 1 Division Quality Manual and the Tier II Division Quality procedures as referenced in Appendix A of the Division Quality Manual. The Division meets the Quality Requirements of its customers through the implementation of Quality System's five Tiers. Tier I, II, III and IV Documents stipulate the following Activities as appropriate to meet the specified requirements for products, projects and contacts.

2.4.1.1 The preparation of Quality Plans: The Division Quality Manual is the general quality plan for the Division. The Pilot Programs generate Project or Product quality plans as needed.

2.4.1.2 The identification and acquisition of any controls, processes, equipment, fixtures, resources, and skills that may be needed to achieve the required quality.

2.4.1.3 Ensuring the compatibility of the design, the production process, installation, servicing, inspection and test procedures and the applicable documentation.

2.4.1.4 The updating as necessary of quality control inspection and testing techniques, including the development of new instrumentation.

2.4.1.5 The identification of any measurement requirement involving capability that exceeds the known state of the art in sufficient time for the needed capability to be developed.

2.4.1.6 The identification of suitable verification at appropriate stages in the product process.

2.4.1.7 The identification of and clarification of standards used for product requirements, including those, which contain a subjective element.

2.4.1.8 The identification and control of quality records.

2.4.2 Improvements to the Quality System can be initiated via a Corrective or Preventive Action Request(C/PAR). See DQP 00-0000-142-01, Corrective and Preventive Actions.

2.5 REFERENCES

2.5.1 ANSI/ASQC Q9001-1994
2.5.2 Division Quality Procedure 00-0000-142-01, Corrective and Preventive Actions

2.6 RECORDS

2.6.1 Corrective/Preventive Action Request Form # 00-0000-142-01A

2.7 ATTACHMENTS

None